



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH SAGINAW COUNTY

Pending Board Approval

Position: Deputy Circuit Court Administrator
Department: Circuit Court – Family Division
Classification/Salary: (M-13) \$60,859 - \$78,754
Date Posted: JULY 22, 2013

GENERAL STATEMENT OF DUTIES

Provides support in managing the non-judicial operations of the Family Division of the Circuit Court (Court). Assists in developing methods to improve service in the divisions of the Court and works closely with Information Systems and Services in developing and implementing computer system programs. Performs special projects for the Judges. Assists in meeting all reporting and administrative requirements as set forth by the State Court Administrative Offices and Secretary of State. Coordinates the reassignment of Court staff due to vacation/absences. Assumes duties of the Circuit Court Administrator in his/her absence.

QUALIFICATIONS

Master's Degree in Court Administration, Business Administration, Public Administration or Criminal Justice. Experience may be substituted for education. Three years of experience with high level of supervisory authority. Experience in case flow management, family law, and budget analysis. Ability in dealing with complex problems that require substantial analytical thinking/problem solving. Ability to meet time constraints and deadlines, and complying with statute changes with specified time frames. Changing and/or developing new programs is frequently necessary. Knowledge of case flow management information, communication resources, budget and finance. Knowledge of public information and media relations.

INDIVIDUAL MUST SUCCESSFULLY PASS A PRE-EMPLOYMENT DRUG TEST.

EXAMINATION PROCEDURE

Applications will be screened and those best qualified will be interviewed.

ORAL INTERVIEW 100%

APPLICATION PROCEDURE

The position indicated above is open for qualified applicants. Applications will be accepted in the Personnel Division of the Controller's Office, Saginaw County Governmental Center, 111 South Michigan, Saginaw, Michigan, 48602, on or before **UNTIL FILLED** or mail resume to this address.

EQUAL OPPORTUNITY EMPLOYER